

ISD News and Views

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OCT 2 1990

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Late

As you may have noticed, you did not receive a September issue of News & Views. Until Application Services Bureau and the Office of Policy, Research, and Development are fully staffed, the newsletter may be skeletal. At a minimum, we will publish the training calendar.

Microcomputer

Microcomputer Term Contracts

A Request for Proposal (RFP) has been issued to solicit proposals for microcomputer term contract purchases. The existing term contracts with Zenith Data Systems and ISC Distributors, Inc. expire October 31, 1990 and the IBM term contract expires February 28, 1991.

The current schedule of events for the RFP calls for proposals to be submitted October 9, call for Best and Final January 9, Receipt of Final Offer January 25, and Contract Award February 8, 1991. It is our intent to negotiate contract extensions with Zenith and ISC on an emergency basis until new contracts are executed.

Since a complex and difficult technical evaluation of the proposed equipment is expected and it falls during a difficult time of the year, a three month evaluation period has been allowed. Agencies will be invited to participate in the evaluation and selection process.

PLEASE RETURN

Features

Changes in State Telephone Dialing Instructions

As a result of a new contract with AT&T for long distance service, new dialing procedures have been implemented for some functions. Access to the U S WEST or AT&T long distance operators without going through the PBX attendant will be allowed. In all but a few locations (at the State Prison or the State Hospital, for example), employees will now be able to directly access the long distance operator.

The rules governing unofficial use of official State telephones still apply. Employees are being given direct access to the operator for their convenience in placing credit card, third party, or collect calls directly and at the same time saving the State a considerable amount of attendant work time by not having to handle these calls.

New dialing instructions, effective October 1, 1990, are listed below:

<u>Type of Call</u>	<u>Dialing Instruction</u>
Information Calls (Montana)	9+ 411 or 555-1212

Information Calls (United States)	9+ Area Code+ 555-1212
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Operator Assisted Calls

U.S. West	9+0
AT&T	9+00
Credit Card	9+0+Telephone Number+ Credit Card Number

New Class Announcement

ISD will be offering a new class on COMPAREX. COMPAREX is a mainframe comparison utility that can be used to compare any two magnetically recorded files. COMPAREX can be used to compare QSAM AND VSAM files, members of partitioned datasets, members of PANVALET libraries, and load modules. COMPAREX can also be used to perform directory compares.

See Training Calendar for more information.

TSO Idle Timeout Extended To 30 Minutes

Have you ever been frustrated by having your TSO session timeout on you when you just let it sit for a few minutes? Well, as of August 20, 1990 the TSO idle timeout was extended to 30 minutes! It used to be set at 10 minutes. We hope this will eliminate some of your frustrations. You can now leave your session to get a cup of coffee and find it still available when you get back.

One question some of you have asked is whether you are billed for letting your TSO sessions sit idle. The answer is no! ISD does not bill for connect time on TSO. You are only billed for the resources you actively use.

We do ask, however, that you logoff when you are finished using TSO rather than letting it sit for 30 minutes until the system logs you off. This will free up system resources quicker making them available to other users.

Training Information

All classes will be held at the Power Block second floor training room unless specified elsewhere. There is a limit of 12 participants per class, unless otherwise announced. Demonstrations (minis) locations will be announced separately with a limit of 20 participants.

The cost of the classes are as follows:

<u>Class Name</u>	<u>Subscriber</u>	<u>Non-Subscriber</u>	<u>Length in Days</u>
Introduction to TSO/SPF	\$ 50.00	\$ 50.00	1
Introduction to JCL	200.00	200.00	4
Introduction to Culprit	150.00	150.00	3
Culprit Programming for IDMS	100.00	100.00	2
Personal Services/PC	30.00	30.00	½
Personal Manager	30.00	30.00	½
Using COMPAREX	30.00	30.00	½
Beginning Microcomputer Skills	50.00	70.00	1
Fundamentals of DOS	50.00	70.00	1
Intermediate DOS	50.00	70.00	1
Introduction to WordPerfect 5.0	75.00	105.00	1½
Advanced WordPerfect 5.0	75.00	105.00	1½
Conversion WordPerfect 4.2 to 5.0	30.00	40.00	½
Introduction to WordPerfect 5.1	75.00	105.00	1½
Conversion of WordPerfect 5.0 to 5.1	30.00	40.00	½
Introduction to Lotus 1-2-3 (Rel 2.2 or 3.0)	100.00	140.00	2
Advanced Lotus 1-2-3 (Rel 2.2 or 3.0)	100.00	140.00	2
Conversion of Lotus 2.01 to 2.2	30.00	40.00	½
Conversion of Lotus 2.01 to 3.0	30.00	40.00	½
Spreadsheet Design and Documentation	50.00	70.00	1
Lotus 1-2-3 Macros	100.00	140.00	2
Introduction to Lotus 1-2-3 Databases	100.00	140.00	2
Micro Database Concepts and Design	50.00	70.00	1
Beginning R:Base for DOS	125.00	175.00	2½
Intermediate R:Base for DOS	100.00	140.00	2
PFS:Professional File	50.00	70.00	1
Freelance	50.00	70.00	1
Using Novell Network	30.00	40.00	½
Demonstrations	FREE	FREE	

Training Calendar

Data Network/ Mainframe Classes

Oct 9	Introduction to TSO/SPF
Oct 15-16	Introduction to Culpit
Nov 28 am	Using COMPAREX
Nov 29 am	Using COMPAREX
Dec 5 am	State Telephone Training
Dec 13 am	Using COMPAREX

Microcomputer Classes

Oct 1 & 2	Introduction to Lotus 1-2-3 Rel. 2.2
Oct 3	Beginning Microcomputer Skills
Oct 4 & 5 am	Advanced WordPerfect 5.0
Oct 9	Introduction to TSO/SPF
Oct 10 & 11 am	Advanced WordPerfect 5.1
Oct 15-17	Introduction to Culpit
Oct 18 & 19 am	Introduction to WordPerfect 5.0
Oct 22	Fundamentals of DOS
Oct 23 & 24	Introduction to Lotus 1-2-3 Rel. 2.2
Oct 25 & 26 am	Introduction to WordPerfect 5.1
Oct 30 & 31	Advanced Lotus 1-2-3 Rel. 2.2
Nov 1	Beginning Microcomputer Skills
Nov 2	Intermediate DOS
Nov 7 & 8 am	Introduction to WordPerfect 5.0
Nov 8 pm	Conversion of Lotus 1-2-3 2.01 to 2.2
Nov 9 am	Conversion of WordPerfect 5.0 to 5.1
Nov 13 & 14	Introduction to Lotus 1-2-3 Rel. 3.0
Nov 15 & 16 am	Introduction to WordPerfect 5.1
Nov 19 & 20 am	Advanced WordPerfect 5.1
Nov 26 & 26	Introduction to Lotus Rel. 2.2
Dec 3	Beginning Microcomputer Skills
Dec 4 & 5 am	Introduction to WordPerfect 5.0
Dec 6 & 7 am	Advanced WordPerfect 5.0
Dec 10	Fundamentals of DOS
Dec 11 & 12 am	Introduction to WordPerfect 5.1
Dec 12 pm	Conversion of Lotus 1-2-3 2.01 to 3.0
December 17 & 18	Introduction to Lotus 1-2-3 Rel. 2.2

Data Network Classes

INTRODUCTION TO TSO/SPF: presented by Jeff Holm of the Application Services Bureau

DATE: October 9, 1990
TIME: 8:30 am to 4:00 pm
PREREQUISITE: 3270nd (interactive class on terminal operation)
LOCATION: DNRC Yellowstone Room

INTRODUCTION TO TSO/SPF is a hands-on workshop to provide experience using computer terminals and the SPF editor. The SPF editor is an easy-to-learn menu used to enter data and programs into the State of Montana central computer system. Entering data, changing data and submitting programs for execution are covered in detail. Also covered are SPF's utility functions and how to track job output.

This course is essential for state government personnel using terminals tied into the State of Montana central computer. This course is a prerequisite for many other ISD classes.

INTRODUCTION TO CULPRIT PROGRAMMING: presented by Jeff Holm of the Application Services Bureau

DATE: October 15 through 17, 1990
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Programming experience, Basic Terminal Skills (SPF), JCL helpful
LOCATION: OPI Training Room
1228 11th Ave.

This will be a 3-day class covering the introduction and basic areas of CULPRIT. The class lectured and student exercises, and will be directed toward end users and programmers. The class will cover the basic aspects of generating reports from standard files, and will not go into more advanced topics such as database accesses, match files, etc. Topics covered in the class will include:

- Generating a Basic Report from Standard Files
- Enhancing and formatting the Report
- Generating Multiple Reports
- Sequencing Report Output
- Selective Processing
- Programming Logic
- Performing Arithmetic Operations
- Directing Processing Flow
- Generating Total Lines
- Generating Subtotals and Sort Levels
- Selective Printing of Output Lines

USING COMPAREX: presented by Jeff Holm and Glen Stroop of the Application Services Bureau

DATE: November 28, 1990
November 29, 1990
December 13, 1990
TIME: 8:30 am to 12:00 noon each day
PREREQUISITE: Working knowledge of JCL
LOCATION: OPI Training Room
1228 11th Ave.

Comparex is a utility for comparing any two files on the mainframe. In this class you will learn how Comparex can help you identify differences between program versions, load libraries or outputs from parallel testing.

Class is primarily designed for system programmers and application programmers.

Microcomputer Classes

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of the Application Services Bureau or The Computer School

DATE: October 3, 1990
November 1, 1990
December 3, 1990
TIME: 8:15 am to 4:30 pm
PREREQUISITE: None

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

The machine
The operating system
Word processing

Spreadsheets and graphics
File Management
Communications

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

FUNDAMENTALS OF DOS: presented by the staff of the Application Services Bureau or The Computer School

DATE: October 22, 1990
December 10, 1990
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Beginning Micro Skills and/or 3 months micro experience

FUNDAMENTALS OF DOS is intended for microcomputer users who need to know more about controlling their microcomputer through its operating system. Programming experience is NOT required.

Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Special files like CONFIG.SYS
- Internal commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- How to interpret batch files Back Procedures

INTERMEDIATE DOS: presented by the staff of the Application Services Bureau or the Computer School

DATE: November 2, 1990
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Fundamentals of DOS or appropriate experience

This class is designed to follow the Information Center's "Fundamentals of DOS" class. It is not designed for programmers and does not intend to teach all the advanced features of the operating system. The topics that are covered in "Intermediate DOS" are:

ATTRIB	MODE
DISKCOMP	SELECT
REPLACE	LABEL
JOIN	XCOPY

Other features of the Disk Operating System that will be discussed are:
Filters (FIND, MORE)
Batch File Creation (EDLIN, Batch file commands)

Word Processing Classes

INTRODUCTION TO WORDPERFECT 5.0: presented by the staff of the Application Services Bureau or The Computer School

DATE: October 18 and 19, 1990
November 7 and 8, 1990
December 4 and 5, 1990
TIME: 8:30 am to 3:30 pm on first day
8:30 am to 12:00 noon on second day
PREREQUISITE: Beginning Microcomputer Skills

This class is designed for beginning users of WordPerfect 5.0. Experience with WordPerfect 4.2 is not necessary. The class will take the participants through the fundamentals of creating, printing, and editing documents. The new Setup feature will be discussed. Formatting documents as they are created and after creation will be covered. Some of the time saving features such as spell check, merges, block functions and macros will also be covered.

ADVANCED FEATURES OF WORDPERFECT 5.0: presented by staff of Application Services Bureau or The Computer School

DATE: October 4 and 5, 1990
December 6 and 7, 1990
TIME: 8:30 am to 3:30 pm on first day
8:30 am to 12:00 noon on second day
PREREQUISITE: Beginning Microcomputer Skills
Introduction to WordPerfect 5.0

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, changing fonts within a document, creating style sheets and master documents, keyboard layout, compose and graphics.

CONVERSION OF WORDPERFECT 5.0 TO 5.1: presented by the staff of the Application Services Bureau

DATE: November 9, 1990
TIME: 8:30 am to 12:00 noon
PREREQUISITE: Beginning Microcomputer Skills, Introduction to WordPerfect

This class is designed for those people with previous experience in WordPerfect 5.0 and are facing WordPerfect 5.1. The class is a hands-on experimenting with the brand new features implemented into the new version and the features that have changed.

INTRODUCTION TO WORDPERFECT 5.1: presented by the staff of the Application Services Bureau or The Computer School

DATE: October 25 and 26, 1990
November 15 and 16, 1990
December 11 and 12, 1990
TIME: 8:30 am to 3:30 pm on first day
8:30 am to 12:00 noon on second day
PREREQUISITE: Beginning Microcomputer Skills

This class is designed for those users new to WordPerfect 5.1. No prior experience with WordPerfect is necessary. This class will lead participants from the basics (creating, editing and printing. Progressively advanced features (formatting, spell check, block functions and others) will also be covered.

ADVANCED FEATURES OF WORDPERFECT 5.1: presented by the staff of the Application Services Bureau or The Computer School

DATE: October 10 & 11, 1990
November 19 and 20, 1990
TIME: 8:30 am to 3:30 pm first day
8:30 am to 12:00 noon second day
PREREQUISITE: Beginning Microcomputer Skills and Introduction to WordPerfect 5.1

This class is geared for the people who are proficient in the basics of WordPerfect 5.1. Topics include footnotes, text columns, sorting, style sheets, master documents, keyboard layout and graphics. Some of the new features will also be covered such as tables, advanced merging and labels.

Spreadsheet Classes

INTRODUCTION TO LOTUS 1-2-3 RELEASE 2.2: presented by the staff of the Application Services Bureau or The Computer School

DATE: October 1 and 2, 1990
October 23 and 24, 1990
November 26 and 27, 1990
December 17 and 18, 1990
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Beginning Microcomputer Skills

This class is designed for people with little or no Lotus 1-2-3 experience.

This class will concentrate on using 1-2-3 Release 2.2 to design, create, edit and print spreadsheets and to create graphics. Some intermediate features such as the new Allways Add-In product will be used to enhance the printing of spreadsheets and graphs.

Class will consist of instructions and hands-on practice with available lab time to build spreadsheets of participant's choosing.

ADVANCED FEATURES OF LOTUS 1-2-3, VERSION 2.2: presented by the staff of the Applications Services Bureau or the Computer School

DATE: October 30 and 31, 1990
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Beginning Microcomputer Skills and Introduction to Lotus 1-2-3

This course is designed for anyone who is using Lotus 1-2-3 to create spreadsheets for all but the simplest applications. Advanced features include: File linking and multiple worksheet consolidation; use of @ functions; using dates and times within 1-2-3; hiding and/or protection of spreadsheet ranges; advanced global settings and setting sheets and improved graph appearance. Demonstrations of Lotus 1-2-3 Database and Macro functions and many other features not introduced in Introduction to Lotus 1-2-3 will be covered.

Class consists of lecture, hands-on practice, lab work and question and answer period.

CONVERSION FROM LOTUS 2.01 TO 2.2: presented by the staff of the Application Services Bureau.

DATE: November 8, 1990
TIME: 1:30 pm to 4:30 pm
PREREQUISITE: Beginning Microcomputer Skills and Introduction to Lotus 1-2-3 Rel. 2.01

This class is designed for anyone upgrading from 2.01 to 2.2

Emphasis will be placed on new features of 2.2 worksheets such as:

- referencing data from separate worksheet files
- UNDO feature
- search/replace of formulas or data
- set or reset width of range of columns
- auto creation of backup files
- new setting sheets to display information for printing, graphing, defaults and various database settings

Also covered will be some new graphic enhancements such as:

- legends wrapping to 2 or more lines
- staggering X axis labels
- grouping data (Quick Graph, Multiple graph legends and data labels)

Along with the above, spreadsheet printing using the new Allways Add-In package will be experimented with. Class consists of demonstrations and hands-on practice.

INTRODUCTION TO LOTUS 1-2-3 RELEASE 3.0: presented by the staff of the Information Center

DATE: November 13 and 14, 1990
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Beginning Microcomputer Skills

This class is designed for people with little or no Lotus 1-2-3 experience.

This class will cover design, creation, printing and editing of 1-2-3 Release 3.0's 3-dimensional spreadsheets. Connecting these spreadsheets with use of formulas will also be included. Also, several graphic features, use of multiple spreadsheets within a single file and ability to have multiple files open at the same time will be incorporated.

Class will consist of instructions and hands-on practice with available lab time to build spreadsheets of participant's choosing.

CONVERSION FROM LOTUS 2.01 TO 3.0: presented by the staff of the Applications Services Bureau

DATE: December 12, 1990

TIME: 1:00 pm to 4:30 pm

PREREQUISITE: Beginning Microcomputer Skills and Introduction to Lotus 1-2-3 Release 2.01

This course is designed for anyone upgrading from 2.01 to 3.0.

Emphasis will be placed on new features of 3.0. Some of the features included will be:

- 3-D spreadsheets (up to 256 spreadsheets in same file)
- Connecting spreadsheets with formulas
- Using multiple files at same time (up to 256 spreadsheets)
- Window graphing
- Printing graphs directly from spreadsheet

Class consists of demonstrations and hands-on practice.

Communication and Network Classes

TELEPHONE STATION USER TRAINING: presented by Nancy Lonz of the Telecommunications Bureau

DATE: December 5, 1990

TIME: 8:30 am to 10:30 am

PREREQUISITE: None

LOCATION: Mitchell Building Room 13

This class is designed to familiarize new employees or refresh current employees with the features and use of the state telephone system. Also discussed will be the different calling capabilities available and the dialing plan. This is an interactive class combining demonstrations and hands-on usage of the features and the dialing plan.

ISD CLASS ENROLLMENT APPLICATION
COMPLETE THIS APPLICATION IN FULL AND
RETURN IT TO THE INFORMATION SERVICES "HELP DESK"
PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc Sec Nbr (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

Phone: _____

How have you met the required prerequisites for this course? Explain giving the class(es) taken, tutorial(s) completed, and/or experience.

BILLING INFORMATION/AUTHORIZATION

Are you an ISD subscribing agency: _____

ISD Billing Number (5 digits): _____

Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATIONS ARE MADE THREE BUSINESS DAYS BEFORE THE DATE FOR EACH CLASS.

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